Build Sandy Springs:
2. Login or Register

Login or Register

- To Login or Register for Build Sandy Springs, you can either:
  - Click "Guest" on the top right of the page and select either "Login" or "Register"

    or
  - Click the "Login / Register" icon located on the Home Screen

First Time User Registration

- Click "Register Here" at the bottom of the login screen to begin the registration process

First Time User Registration

- Step 1: Email Address

  - Enter a valid email address and click "Next".

  - Check your email account and open the confirmation email.

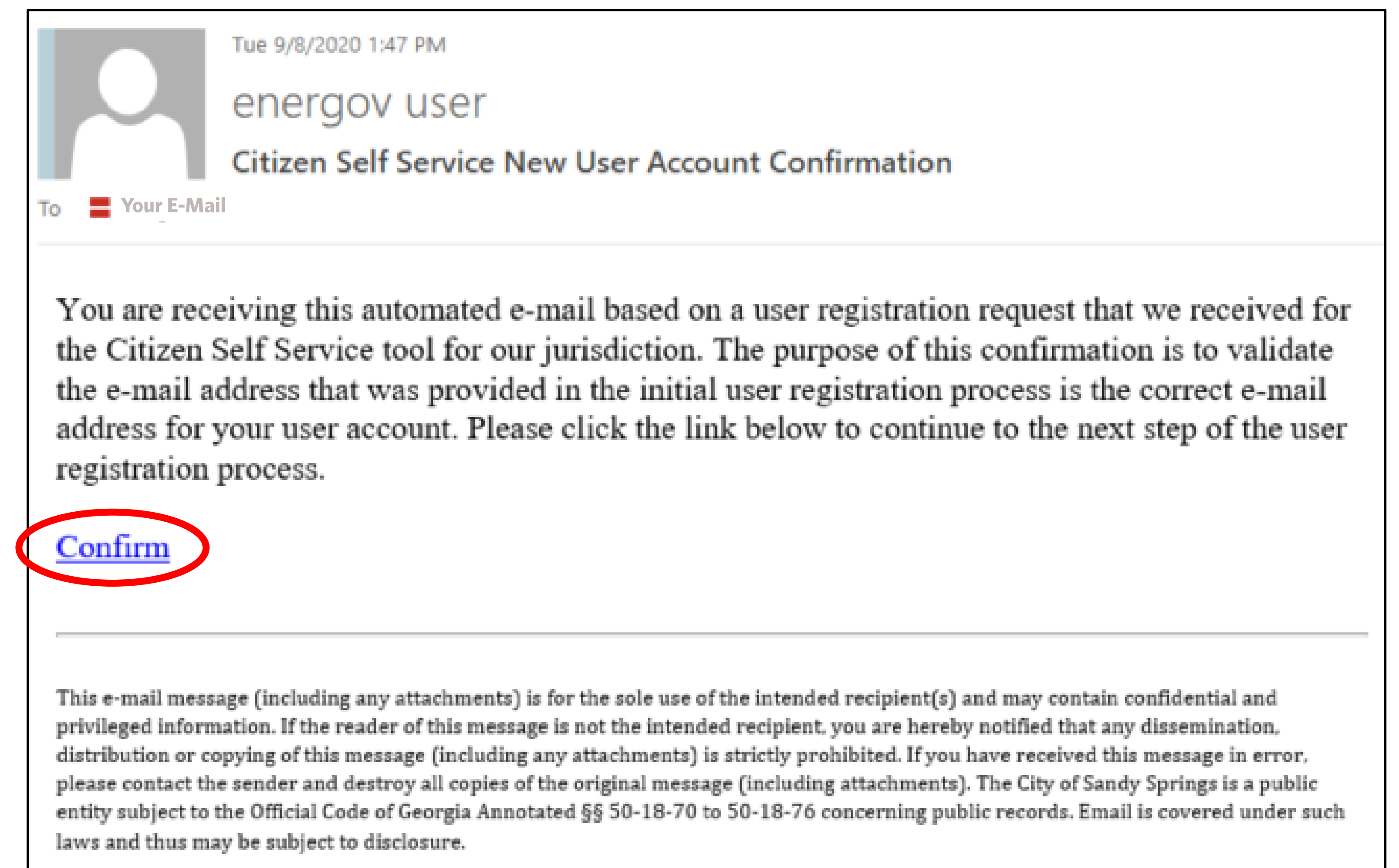 - Click the "Confirm" button located at the bottom of the email.

Registration

Step 1 of 4: **Email Address**

Email

Next

Tue 9/8/2020 1:47 PM

energov user

Citizen Self Service New User Account Confirmation

To   Your E-Mail

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

This e-mail message (including any attachments) is for the sole use of the intended recipient(s) and may contain confidential and privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this message (including any attachments) is strictly prohibited. If you have received this message in error, please contact the sender and destroy all copies of the original message (including attachments). The City of Sandy Springs is a public entity subject to the Official Code of Georgia Annotated §§ 50-18-70 to 50-18-76 concerning public records. Email is covered under such laws and thus may be subject to disclosure.

First Time User Registration

- Step 2: Login Information

  - Click the "I'm not a robot" reCAPTCHA checkbox

  - Create a unique username

    - We recommend using your email address

  - Create a password

    - Include one uppercase letter and one number

  - Confirm your password

  - Click "Next"

Registration

Step 2 of 4: **Login information**

*REQUIRED

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

* Username

* Password

* Confirm Password

Email   Your E-Mail

Next

First Time User Registration

- Step 3: Personal Information
  - Enter your personal information such as Name, Company, and Contact Preference
    - We recommend using Email as your Contact Preference
  - Click "Next"

First Time User Registration

- Step 4: Address

  - Enter your mailing address information in the appropriate fields and select the "Mailing" Address Type located at the bottom of the screen.

  - Click "Submit"

User Dashboard

- Once you have successfully logged in, your User Dashboard will be displayed and additional black menu selections will be displayed.

- From here you can see any permits that need immediate attention, view your plans, schedule inspections, and pay invoices

Please reach out to City Staff for further assistance.

Make an appointment at City Hall: **https://spr.gs/qless**
Reach us via phone: **770-730-5600**